

# Medical Assistance Transportation Operations Memorandum *Operations* MATP OPS # 03/2012-030

**Date:** March 6, 2012

**Subject:** Mileage Reimbursement Check Minimum

**To:** All Statewide County MATP Program Offices

**From:** Tyrone E. Williams, Director, Medical Assistance Transportation Programs

---

## **Purpose:**

To notify county Medical Assistance Transportation (MATP) agencies of a new protocol for issuing recipients mileage reimbursement checks.

## **Background:**

Under the Scope of Services Section, the Department's Instructions and Requirements (I&R) states that recipients shall be reimbursed within two weeks after submission of the required form with complete documentation. Due to the recent statewide reduction in mileage reimbursement from a minimum of \$.25 cents per mile to \$.12 cents per mile, many counties are issuing reimbursement checks to recipients in very small amounts that are in some cases less than the actual cost of producing the check.

## **Discussion:**

Effective immediately, counties may issue recipient mileage reimbursement checks only when the total amount reaches or exceeds ten dollars (\$10). Recipients may continue to submit their forms by the designated submission deadlines, but forms yielding amounts fewer than ten dollars (\$10) may be held until the combined total of submitted forms meets or exceeds ten dollars (\$10). If, however, the dollar amount of a recipient's reimbursement does not total ten dollars (\$10) or more by the end of a calendar year quarter, a check for all accumulated reimbursement requests submitted during that quarter must then be issued to the recipient. County policy regarding the time frame a recipient has to submit reimbursement forms will not change with this new policy. For example: if a county requires recipients to submit mileage reimbursement forms within 90 days of a trip, that requirement will remain in effect.

## **Next Steps:**

Program offices may review their internal procedures regarding their dissemination of recipient mileage reimbursement checks and modify them to comply with this new discretionary policy. Program offices must ensure that reimbursement forms received that are under ten dollars (\$10) are properly tracked and maintained. Please contact your program advisor with any questions or concerns.